

Mobilization Tracking Information System (MTIS) Agency Contact User Manual

2011



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2 Mobilization Tracking Information System (MTIS) User Guide

The purpose of MTIS User Guide is to give assistance to the users of the MTIS system. This document will help the MTIS staff members understand how to use MTIS by describing the features of the application.

3 OVERVIEW

Mobilization Activity Information System (MTIS) is a program that allows the statewide law enforcement agencies to enter safety centric activities. It automates report generation. Only approved users can use the application, and enter data on the MTIS entry form. Super and System Administrator have full access to this application.

Highway Safety mobilization tracking is a way to increase awareness of highway safety by running campaigns to track various violations. The Mobilization campaign-reporting year starts October 1, and ends the last day in September. Various police agencies will provide information for pre-determined mobilization campaigns like “Click it or Ticket” throughout the year. The information that is collected helps provide awareness of safety issues. While making the public aware that a campaign is running, the reporting agencies will track a number of indicators about over all safety.

“Click it or Ticket” is a nationwide enforcement campaign designed to increase seat belt use and reduce highway fatalities. The National Highway Traffic Administration (NHTSA) in conjunction with law enforcement agencies, State Highway Safety offices, and Traffic Safety advocates conducts the mobilization annually. The campaign encourages all motorists to buckle up all the time, day and night.

KSP participated in the National Highway Traffic Safety Administration (NHTSA) May seat belt campaign called “Click It or Ticket”. Kentucky Office of Highway Safety sponsors the campaign from May 18 through May 31.

During the 14-day mobilization, KSP issued 9,921 seat belt and 288 child restraint citations to unrestrained motorists. KSP joined other state and local law enforcement agencies who participated in ‘Click It or Ticket’ as part of a statewide effort to increase seat belt use day and night among those identified as least likely to buckle up.

In addition to the seat belt citations, KSP issued 6,119 speeding citations; 437 Driving Under the Influence (DUI) arrests; 47,936 vehicle inspections; 436 suspended license violations; 2,239 failure to provide proof of insurance citations; 115 reckless driving citations; 236 drug arrests; 7,915 miscellaneous traffic violations and 282 fugitives were apprehended during the enforcement campaign.

3.1 How it Works

- Users Registers with the MTIS Application
- MTIS Mobilization Campaigns are setup with a date range to capture data
- Email notification are sent to all agencies about the campaigns
- System validates the users email address during the registration process
- Agencies choose to participate in the current year (or not) (at the beginning of each year)
- The MTIS administrator approves pending registrations
- Email notifications are sent out to inform agencies that a campaign is starting or ending so that data can be entered
- Agencies will enter Mobilization Activities on “Kentucky Traffic Enforcement Mobilization”
- Agencies can view data and reports on data they entered
- Law Enforcement Liaisons (LEL) tracks data entry using various reports to ensure that data is being entered
- Agencies receive email Notifications at the start of the New Year about the campaigns that informs the agency to log on and indicate if they will participate.
- At the end of the year the regional LEL’s or Administrator can export data to be passed to NHTSA

3.2 MTIS Administrator

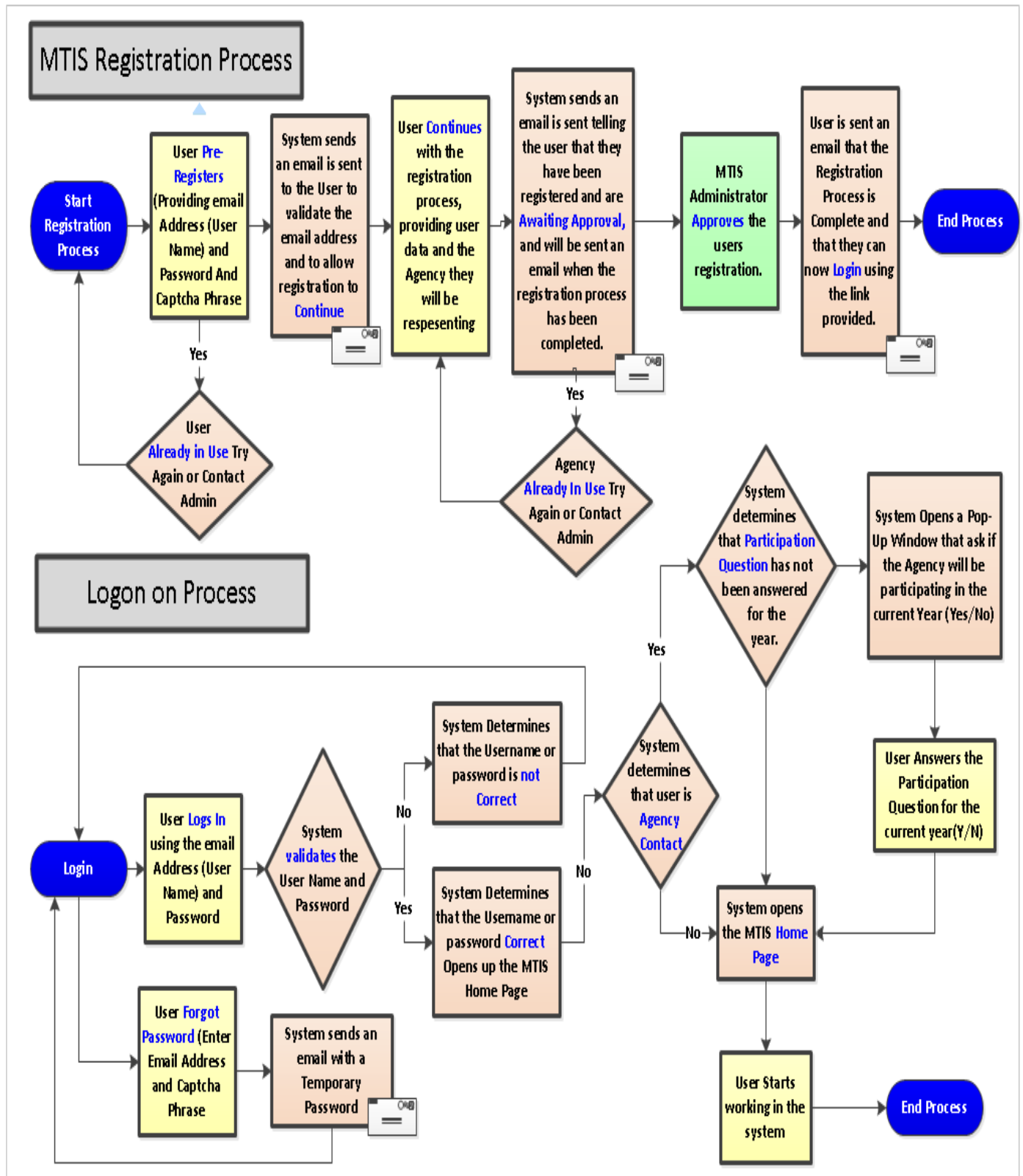
- Add/Edit Mobilization Campaigns with the date range for the campaign
- Upload Mobilization Activities (campaign) Images
- Update Mobilization Activities for Agencies if needed
- Run all reports
- Export data
- Add/Edit Look-Up Values
- Add/Edit/Update Agencies & Users
- Make a user active or inactive
- Make an agency active or inactive
- Change a users agency (If user selected the wrong one)
Note: After user is approved, the Agency can be changed
- Approve a new user
- Navigate to all parts of the system

3.3 Law Enforcement Liaisons (LEL)

- Run LEL Reports
- Export Data
- View Data
- Track Participation
- Navigate to all parts of the system based on permissions

3.4 Users

- Users can self register (Using Unique Email address, and Agency)
- Update Email address that is being used
- Change Password
- Reset forgotten password
- Run selected reports
- Navigate to all parts of the system based on permissions



3.5 What is a Role Based Access Control System?

The user must have a valid user name and password to gain access to the system. MTIS Security is based on the premise that users need access to data based on the role they work in.

Users/Menu Access		Roles													
Business Rules - 1 User 1 Role - Agency selected determines the role the user is in - User cannot be deleted - User is in a "Pending" state until approved by Admin - Only active users can access the system - A role not an individual is granted permissions W - Write Only R - Read Only		Super Admin (internal staff)	System Admin(OIT staff)	Agency Participant	Administrator (internal)	Administrator(internal staff)	Administrator (internal)	Administrator (internal)	Administrator (internal)	Administrator (internal staff)	LEL Region (East)	LEL Region (North)	LEL Region (Central)	LEL Region (West)	LEL Region (KSP) Pseudo
		Permissions													
System Administration	Maintain Password	W	W												
	Maintain Agencies	W	W		W	W	W	W	W	W					
	Maintain Agency Type	W	W		W	W	W	W	W	W					
	Maintain Agency Location	W	W		W	W	W	W	W	W					
	Maintain Mobilizations	W	W		W	W	W	W	W	W					
	Add a New Mobilization Activity Image	W	W		W	W	W	W	W	W					
	Filter Users (approve &disapprove registrations, add/edit users)	W	W		W	W	W	W	W	W					
Reports	Total Activities	W	W		R	R	R	R	R	R	R	R	R	R	R
	Submitted Activity Status	W	W	R	R	R	R	R	R	R	R	R	R	R	R
	Activities by Agencies	W	W	R	R	R	R	R	R	R	R	R	R	R	R
	List of Participants	W	W		R	R	R	R	R	R	R	R	R	R	R
	List of Agencies sort by Agency type	W	W		R	R	R	R	R	R	R	R	R	R	R
Mobilization Activity -		W	W	W	W	W	W	W	W	W					
Self Registration		W	W	W	W	W	W	W	W	W	W	W	W	W	W
Update Email ID		W	W	W	W	W	W	W	W	W	W	W	W	W	W
Change Password		W	W	W	W	W	W	W	W	W	W	W	W	W	W
Home		R	R	R	R	R	R	R	R	R	R	R	R	R	R

<p>MTIS is a role-based application, which allows users work in the application according to their assigned roles. The applications security is an access control approach that restricts system access to only authorized users. Within MTIS, the roles created can perform various functions; which means that the permission to perform certain functions is restricted based on the users role. Users assume roles based on the Agency selected at registration time.</p> <p>There are three types of roles, Administrator, Law Enforcement Liaison (LEL), and Agency Contact. The administrators will choose an agency of KYTC as their agency. The LEL users will choose the LEL region they are supporting as their agency. All other roles are Agency Contacts. Each of these roles has a different set of permissions that may overlap at times. A role, not an individual, is granted permissions.</p>	Users											
	Nathan Dean											
	Jhansi Chilkuri											
	Agency Contact (TBD)											
	Bill Bishop											
	Susan Goddard											
	Lori C Macintire											
	Therese Richerson											
	Julie Woodbridge											
	Marissa Brewer											
	Bob Douglas											
	Steve Wright											
	Bob Criswell											
	Greg Dennison											

LEL = Law Enforcement Liaison
 KSP Liaison - LEL Region (Central) Agency Type of State
 Agency Participant (Contact from agency)
 Note: Current list of Agency Contacts is available in db. New list will come at the time of user registration.

3.6 Internet Browser and System Characteristics

- System
- The MTIS database is in Microsoft SQL Server 2008
- The system is written in the programming environment ASP.NET, C#
- Microsoft Internet Explorer versions 7 and 8 are supported by MTIS
- Browser defaults must be set to allow Java script

- External documents such as .jpeg, .gif and .img files can be imported into MTIS.
- MTIS requires that page resolution be set to at least 1280 x 1024
- Browser text size should be set to medium
- Allow Pop Ups for the MTIS site
- Navigation
- When every possible, use the application navigation to go to different functions
- When using the browser back function, MTIS will work just like any other web-based application. It will retain the information as long as you do not go forward to a different page
- Moving forward will result in loss of data that was entered, but not saved. The user will not be prompted to save data
- Using the Back Button on the browser may give unexpected results. The user should always use the navigation provided in the application for optimal results

3.7 Logon and Security Rules

3.7.1 Passwords Must:

- Passwords must conform to the Commonwealth of Kentucky password security rules
- Be kept confidential and changed frequently
- Be changed whenever there is a chance that the password or the system could be compromised
- Be encrypted when held in storage or transmitted across the network when the path is connected to an external network
- Be eight (8) or more characters
- Contain uppercase letter(s)
- Contain lowercase letter(s)
- Contain a number
- Contain a special character (? = . [!@#\$%^&*()])

3.7.2 Passwords must not be:

- Reused within one year
- Shared with other users
- Kept on paper unless it is securely stored
- Included in a macro or function key to automate the log-in
- Stored in any file, program, command list, procedure, macro, or script where it is susceptible to disclosure or use by anyone other than the owner
- Visible on a screen, hardcopy, or any other output device
- Stored in dial up communications programs or internet browsers
- Recorded in system logs unless the password is encrypted in the log

3.7.3 Passwords must not contain:

- Repeated letters or numbers or sequences of letters or numbers
- A word contained in any English or foreign language dictionaries
- A common phrase
- Names of persons, places or things
- The user name
- Repeating letters with numbers that are indicative of the month; i.e., vmPtm\$01 in January, vmPtm\$02 in February

4 Getting Started in MTIS Application (Functionality all users can do)

4.1 Welcome/Sign in Page

The Welcome page is the first page an MTIS user sees. If the user is already an approved user of the system, than they can “Sign In” to the system to begin using the application.

- Selecting the [MTIS User Manual](#) link will open up a PDF of the Agency Contact user manual that provides instructions on how to use the application.
- Selecting the [Forgot Your Password](#) link will allow the user to reset their password.
- Signing In will validate the user’s credentials; (User ID and Password)

Note: Only Active/Approved users can sign in to MTIS.

The screenshot shows the 'Welcome!' page of the Mobilization Tracking Information System (MTIS). The page has a yellow background with a dark brown sidebar on the left containing the 'K KYTC KENTUCKY TRANSPORTATION CABINET' logo. The main content area features a banner image of a highway, followed by the title 'Mobilization Tracking Information System' in large yellow letters. Below this, the 'Welcome!' section explains that MTIS is a program for KY statewide law enforcement agencies to enter highway safety mobilization campaign activities. It states that users must have an existing account. The 'Get Started:' section provides two options: 'Sign In' to begin using MTIS, and 'Register' if you are a new User. There is also a link for the 'MTIS User Manual'. At the bottom, there are 'Navigation links' for 'Directions | Disclaimer | Privacy' and copyright information for 2010. Red callout boxes with blue arrows point to the 'Sign In' button (labeled 'Takes user to the Sign in page for the MTIS application'), the 'Register' button (labeled 'Register if you are first time user to this application'), the 'MTIS User Manual' link (labeled 'This link opens up the User Manual'), and the footer navigation links (labeled 'Navigation links').

The screenshot shows the 'Sign In' page of the Mobilization Tracking Information System (MTIS). The page has a yellow background with a dark brown sidebar on the left containing the 'K KYTC KENTUCKY TRANSPORTATION CABINET' logo. The main content area features a banner image of a highway, followed by the title 'Mobilization Tracking Information System' in large yellow letters. Below this, the 'Sign In' section explains that new users need to register first. The 'Account Information' section contains fields for 'Email:' and 'Password:', both with input boxes. There is a 'Forgot your password?' link next to the password field. A 'Sign In' button is at the bottom left. Red callout boxes with blue arrows point to the 'Register' link (labeled 'Register if you are first time user to this application'), the 'Forgot your password?' link (labeled 'Allows user to reset their password'), and the 'Sign In' button (labeled 'Approved users sign in to enter the MTIS application').

4.2 Forgot Password

The [Forgot Your Password](#) link allows the user to change their password from the Welcome screen. Using the link takes the user to a user validation page where they must provide a user email for an active user of the system. The user must also enter the Captcha phrase as shown on the screen. The system will verify the information and send a new password if all the information has been validated. When the user's information has been validated, they are sent an email with the new password.

Note: The user may choose to change their password to a password that is easier to remember after they sign in to the application using the new password. Alternatively, they can save the new password using the browser save password functionality.

Mobilization Tracking Information System

Forgot Your Password?

Enter your User Name to receive your password.

Account Information

E-mail:

Type the two words: leratio which

reCAPTCHA™ stop spam, read books.

Once a valid email address and correct Captcha phrase has been entered, the user will be sent a message stating that an email with a temporary password has been sent to your email account

From: KY Transportation Cabinet [noreply@ky.gov] Sent: Fri 10/14/2011 9:56 AM

To:

Cc:

Subject: Mobilization Tracking System Request

We received your request to reset your Password for MTIS.

Your Password is : @O:KSD0ha5?-wI

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.3 Self Registration (Pre-Registration)

If a user selects [Register](#) link on Welcome/Sign-In screen, the System will open a Pre-Registration page.

- The user must provide a valid unique Email address and the password that they wish to use for the system.
- The system will not allow duplicate email addresses in the system.
- They then must enter the correct Captcha phrase to start the registration process.
- The system will then send the user an email with a [Continue Registration](#) link that verifies the email address that was given in the Pre-Registration process. The link provided will allow the user to continue the registration process.

4.3.1 Pre registration Screen

4.3.2 Confirmation of Registration

From: "KY Transportation Cabinet" <noreply@ky.gov>
Date: October 5, 2011 9:11:11 AM EDT
To: [@gmail.com](#)
Subject: Mobilization Tracking System Registration

Thank you for registering to use KYTC's Mobilization Tracking System Application. If you did not make this request, please ignore this email and delete it.

Registration Process

To continue with the registration process, you will need to have your Agency. You will be prompted for this information, once you have verified your email.

To verify your email and continue the registration process, please click the following link:

[Continue Registering](#)

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.4 Self-Registration Continue Registering (for new users)

The user entering the fields below completes the registration process. Most of the fields are required to complete the process.

Note: Participation is not required to register. The Agency contact can still enter mobilization Campaign information.

- The system will not allow more than one Agency Contacts for an Agency.

Mobilization Tracking Information System

Registration

You're Almost Done!
Thank you for verifying your email. Please enter the following information to complete your registration.

User Information

First Name:

Middle initial:

Last Name:

Phone #:

Agency: Note: Agency may be Company.

☐ Our agency agrees to participate in all highway safety mobilizations during fiscal year 2011 which runs from October 1, 2010 through September 30, 2011.

Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of.

[CompleteRegistration](#)

4.4.1 Sample email of User Registration Confirmation;

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

Thank you for completing the registering to use KYTC's Mobilization Tracking System Application.

Your account not yet approved, your account needs to be approved before you can use the system. You will receive an email from the administrator once your account is approved.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.4.2 Sample email of Approval Status of User Account

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 10:01:53 AM EDT

To: dlp40505@gmail.com

Subject: Mobilization Tracking System Approval

Your user account for the KYTC's Mobilization Tracking System has been approved.

To use KYTC's Mobilization Tracking System Application, please click the following link:

[Login](#)

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.5 Participation in the current years mobilizations

Each year the agency contact must answer the agency participation question the first time they log in.

- All Agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies throughout the Commonwealth to participate regardless of whether or not you receive funding.
- At the start of the New Year, a pop-up window opens allowing the Agency Contact to choose to participate in the mobilizations campaigns for the upcoming year.
- A reminder email will be sent to the agency contact before the new fiscal year starts (Oct 1 to Sept 30) reminding the user that they need to log in and select if they wish to participate.
- Not checking the Participation check box is an answer of “No”.

4.5.1 Participation Question the Agency Contacts answers Each Year

“Our agency agrees to participate in all highway safety mobilizations during fiscal year “year” which runs from October 1, “year” through September 30, “year”.”

Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of choice.

4.5.2 Email to Allow Participation for the Next Year.

From: "Ky Transportation Cabinet" <noreply@kv.gov>
Date: October 5, 2011 9:20:04 AM EDT
To: @gmail.com
Subject: Mobilization Tracking System Registration Complete

All Agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies throughout the Commonwealth to participate, regardless of their choice to or not, you receive funding. Please log in and update your agencies participation status for the next fiscal year.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

4.5.3 MTIS Participation Question Screen

Mobilization Tracking Information System

Welcome dlp40505@gmail.com! Sign Out

Participation

Agreement

☐ Our agency agrees to participate in all highway safety mobilizations during fiscal year 2012 which runs from October 1, 2011 through September 30, 2012.

Note: All agencies receiving federal funding are required to participate, however we need ALL law enforcement agencies to participate regardless of.

Participation

4.6 Home Page (Rules)

Mobilization Activity Information System (MTIS) Home screen appears to the user after logging into the application. Nov 15 is when the mobilizations and campaigns for the new fiscal year are displayed.

		Campaigns		
Mobilization Description	Image	Expired	Active	Future
Drive Sober or Get Pulled Over		Date Range of Campaign	Date Range of Campaign	Date Range of Campaign
Only display the current fiscal year's mobilization campaigns plus a six-week grace period. The new year's fiscal year mobilization	Include Mobilization Image	Data can be viewed in a read only state Report can be ran from the R/O View (Agency Summary Report)	Data can be updated by the Agency Contact and/or the Administrator Report can be ran after data has been submitted, from the R/O View (Agency Summary Report)	The data for future Campaigns are not selectable. They are viewable in the grid only

4.7 Menu Option Bar – Navigation

The MTIS Header Frame has a Menu Option Bar that allows the user to navigate and access certain functionality. The options are accessible at any time in the application as long as the user has access. Permission to access functionality in MTIS is determined based on the role that the user is working in.

Menu Option Bar Choices

Option	Description	Role based Permission
Admin - System Administration	Maintain Users Maintain Agencies Maintain Lookup Tables Upload Mobilization (Description, Images Date Range)	Role Based (Restricted to Admin)
Home - Mobilization Activity Hotlinks – Home Page	Shows Expired Mobilization Campaigns (View Only) Shows Active/Current Mobilization Campaigns (Update) Shows Future Mobilization Campaigns (No Select) Note: Only the Agency Contact or the Admin can change data in active campaigns Note: All users can view the data for the current fiscal year.	All Users Note: LEL's only has a read only view of the Mobilization data
Reports	Activities Summary Report Submitted Activity Status Report List of Participants Agencies sort by Agency Type Activities by Agencies	Role Based Permissions (Some reports are Restricted based on Role)
Update Email	Update with new email address	All users
Change Password	Change password	All users
Sign-out	Exit MTIS	All users
MTIS User Manual	Displays the MTIS User Manual for the type of User (Agency Contact, LEL, or MTIS Administrator) Note: The Logon page will have a link to the Agency Contact User Manual only	All users

4.8 Home Page (Agency Contact View)

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | User Manual | Welcome sowjanya.burugupalli@ky.gov! | Sign Out

Mobilizations & Crackdowns

Mobilizations

Title	Image	Expired	Active	Future
Click it or Ticket		Oct 01, 2011 - Oct 15, 2011		Nov 14, 2011 - Nov 27, 2011 May 20, 2012 - Jun 03, 2012
Drive Sober or Get pulled Over			Jun 01, 2011 - Jun 15, 2011	Dec 16, 2011 - Jan 02, 2012 Aug 17, 2012 - Sep 03, 2012

Read Only | Editable

Agencies contact can run all the reports but can only see data for their own information.
An Agency Contact can run the "Submitted Activity Status" and the "Activities by Agencies" reports.

Expired = Campaigns whose date has expired – Campaigns can be selected but – data cannot be changed
Active = Current Campaigns – data entry is allowed on these campaign links
Future = Future Campaigns – Campaign links cannot be selected

Provide hotlinks to various mobilization activities taking place statewide for current fiscal year.
Mobilizations campaigns are driven by date. They are open for edit only in a given date range.
There is a six week grace period after a campaign ends to enter information for the various campaigns
At the start, two weeks before the end, and when the campaign ends, an email is generated as a reminder.
Campaigns are setup for a date range for different mobilizations. There can be more than one Campaign set up in a year for a mobilization.

4.9 Reset/Change Password;

The **Change Password** option allows the user to change their password at any time. To Change the password they must provide the current password, a new password, and a confirmed password.

The screenshot shows the 'Change Password' page of the Mobilization Tracking Information System. The header features a banner image of a road and the system title. A navigation bar includes links for Home, Reports, Update Email, and Change Password. A welcome message for 'donald.price@ky.gov' and a 'Sign Out' link are on the right. The main content area is titled 'Change Password' and contains a 'Password Information' section with three input fields: 'Current Password', 'New Password', and 'Confirm Password'. A 'Save Changes' button is at the bottom. A blue arrow points from the 'Home' link in the navigation bar to a red callout box. Another red callout box points to the 'Current Password' field. A third red callout box is at the bottom right.

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password

Welcome donald.price@ky.gov! Sign Out

Change Password

Password Information

Current Password:

New Password:

Confirm Password:

Save Changes

Once the user has changed the password, they can use the home link on the option bar to navigate back to the home page.

The User can change their password at any time

4.10 Update Email;

The system will allow the user to be associated to a different email address. The user selects the **Change Password** option on the Menu Option Bar.

The screenshot shows the 'Update E-mail' page of the Mobilization Tracking Information System. The header is identical to the previous page. The main content area is titled 'Update E-mail' and includes a message 'Your Email Address was updated'. Below this is an 'Account Information' section with three input fields: 'Current E-mail', 'New E-mail', and 'Confirm E-mail'. An 'Update E-mail' button is at the bottom. A blue arrow points from the 'Home' link in the navigation bar to a red callout box. Another red callout box points to the 'Current E-mail' field. A third red callout box is at the bottom right.

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password

Welcome donald.price@ky.gov! Sign Out

Update E-mail

Your Email Address was updated

Account Information

Current E-mail:

New E-mail:

Confirm E-mail:

Update E-mail

Once the user has changed the email, they can use the home link on the option bar to navigate back to the home page.

Put in the old email address and then add the new email address along with a confirmation of the new address. System updates the user's old email with the new one and allows user to use this email as login-ID.

The user should not be able to change a different user's email address.

4.11 Kentucky Traffic Enforcement Mobilization Screen

The data entry screen for a mobilization campaign is set up to record data for a campaign that is being run for a mobilization. A navigation hot link on the home page takes the user to the Campaign data entry screen for the Mobilization. The system will pre-populate the Agency and the Mobilization/Campaign selected. All the fields on the data entry screen are required to have data. As long as the Campaign is active than data entry is allowed. There is a grace period at the end of the Campaign to accommodate late data entry. **Note:** LEL's can view data but cannot change it.

4.11.1 Add Data for the First Time

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | Help | Welcome vicky.mulcahy@ky.gov! | Sign Out

Kentucky Traffic Enforcement Mobilization

Account Information

Agency: "KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"
Mobilization: Drive Sober or Get Pulled Over Oct 01, 2011 - Oct 15, 2011
Last Updated By:
Last Updated Date:

Activity Entry

Traffic Enforcement Hours

Total Hours: 80
Total NightTime Hours: 80
NightTime Hours: 9:00 PM to 5:59 AM
Overtime Hours: 0
Checkpoint Hours: 80
Check Points: 4

Traffic Enforcement Activity

DUI Arrests: 2
Seat Belt Citations: 4
Child Restraint Citations: 6
Felony Arrests: 8
Stolen Vehicles Recovered: 10
Fugitives Apprehended: 12
Suspended Licenses: 14
No Insurance: 16
Speeding: 18
Reckless Driving: 20
Drug Arrests/Citations: 22
Other Traffic Violations: 24

Media Information

Newspaper Article: Yes
Newspaper Editorial: No
Press Release: No
Radio Interview: No
TV Interview: No
Media-PSA: No

Insert | Clear

For queries contact Nathan Dean at 502-564-1438

Callouts:

- System pre-populates Agency name, the mobilization data range activity as selected on home page and last updated information
- Total hours must be ≥ 1
- Was the "Media Information" used for the Campaign? (Yes/No)
- Clears all data out of all the fields
- First initial entry
- User must enter data in all fields.
Total Hours must be greater than zero.
Media Information Questions must be answered Yes or No

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4.11.2 Update Mobilization Campaign Data

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Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | Help

Welcome vicky.mulcahy@ky.gov! | Sign Out

Kentucky Traffic Enforcement Mobilization

Account Information

Agency:

"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"

Mobilization:

Drive Sober or Get Pulled Over Oct 01, 2011 - Oct 15, 2011

Last Updated By:

vicky mulcahy

Last Updated Date:

10/31/2011

Activity Entry

Traffic Enforcement Hours

Total Hours:

80.00

Total NightTime Hours:

80.00

NightTime Hours: 9:00 PM to 5:59 AM

Overtime Hours:

0.00

Checkpoint Hours:

80.00

Check Points:

4

Traffic Enforcement Activity

DUI Arrests:

2

Seat Belt Citations:

4

Child Restraint Citations:

6

Felony Arrests:

8

Stolen Vehicles Recovered:

10

Fugitives Apprehended:

12

Suspended Licenses:

14

No Insurance:

16

Speeding:

18

Reckless Driving:

20

Drug Arrests/Citations:

22

Other Traffic Violations:

24

Media Information

Newspaper Article:

Yes

Newspaper Editorial:

No

Press Release:

No

Radio Interview:

No

TV Interview:

No

Media-PSA:

No

Update

For queries contact Nathan Dean at 502-564-1438

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System pre-populates Agency name, the mobilization data range activity as selected on home page and last updated information

Was "Media Information" used for the Campaign? (Yes/No)

Select Update to save changes or select home to leave page without saving

- User must enter data in all fields.
- Total Hours must be greater than zero.
- Media Information Questions must be answered Yes or No
- Data for a Campaign can be updated as long as the Mobilization and Campaign is active.

4.11.3 Print Submitted Data Using the Summary Report

Mobilization Tracking Information System

Home Reports Update Email Change Password Welcome robert.gaetz@ky.gov! Sign Out

Kentucky Traffic Enforcement Mobilization

Record Inserted Successfully

Account Information

Agency: WESTERN KY UNIVERSITY PD
Mobilization: Click it or Ticket Oct 25 - Oct 31, 2011
Last Updated By: Robert Gaetz
Last Updated Date: 10/05/2011

Activity Entry

Traffic Enforcement Hours

Total Hours:	24.00
Total NightTime Hours:	8.00
Overtime Hours:	0.00
Checkpoints:	2
Checkpoint Hours:	24.00

Media Information

Newspaper Article:	N
Newspaper Editorial:	N
Press Release:	N
Radio Interview:	N
TV Interview:	N
Media-PSA:	N

Traffic Enforcement Activity

DUI Arrests:	1
Seat Belt Citations:	2
Child Restraint Citations:	3
Felony Arrests:	4
Stolen Vehicles Recovered:	5
Fugitives Apprehended:	6
Suspended Licenses:	7
No Insurance:	8
Speeding:	9
Reckless Driving:	10
Drug Arrests:	11
Other Traffic Violations:	12

Print

For queries contact Nathan Dean at 502-564-1438

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4.11.4 Reminder Emails sent to Agency Contacts for Campaigns that are ending

Activity Due Within 10 Days

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to all users of the Kentucky Office of Highway Safety: Mobilization Tracking Information System reminding you that the enforcement mobilization has ended and that your agency activity is due in ten working days - please enter your agencies activity and submit to our office. Thank you for your commitment to highway safety.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

Two Day Notice

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to users of the Kentucky Office of Highway Safety: Mobilization Tracking Information System as a reminder that your agencies activity is due within two working days of this date. Please enter your agencies activity and submit to our office by the due date. We appreciate your cooperation.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

Late Notice

From: "Ky Transportation Cabinet" <noreply@ky.gov>

Date: October 5, 2011 9:20:04 AM EDT

To: _____@gmail.com

Subject: Mobilization Tracking System Registration Complete

This message is being sent to users of the Kentucky Office of Highway Safety Mobilization Tracking Information System who did not submit their agencies activity by the due date. Please enter your agencies activity and submit to our office as soon as possible so that we can include your activity in our overall numbers for the Commonwealth of Kentucky. Thank you for your cooperation.

For any further queries, please contact System Administrator in the Office of Highway Safety Grants Management Branch at 502-564-1438.

5 Reports

The data included in a report is based the report that is being run. Some reports pull in summation data entered for Mobilizations, based on dates and Agency Type, (City, County, State, Other). Some reports pull in activity for an agency entered for Mobilizations. Some reports allow the user to track the participation based on Agency, or Agency Type.

The data is grouped based on the User that is running the report, (statewide summary, regional summary or as an individual agency. The role a user is working in determines the grouping needed for the reports.

- Administrators need to see the data from a statewide view.
- The Law Enforcement Liaison's need to have data grouped from a regional view.
Note: Kentucky State (KSP) Head Quarters is the Liaison for the KSP Agencies
- Agency Contacts need to see the data for their own agencies.

A report using a date range to filter the data pulled back uses the "Date Last Updated" field to pull the information.

Note: There is a grace period after a campaign has completed so that data can be entered be the agency contacts. The generated report screen allows the user to view the report, print it, or save it to a different format, (Excel or PDF).

5.1 Report Control Page

Go to the First or Last Page of the report

When there is the need to display information across campaigns the "# page of pages" allows the user to navigate to the different pages using the "Next" or "Previous" functions.

The % function allows the user to adjust the size of the report that is viewed. Note: This does not affect exporting.

The "Printer" icon function allows the user to print the report directly to an attached printer.

The Export function allows the data be exported to an excel spreadsheet or a PDF. If there is, more than one page in the report the export function will create the same number of pages/books. **Note:** Exporting the report does not save the report; the user must save the report.

5.2 Report Menu Options Page

Mobilization Tracking Information System

Home | Reports | Update Email | Change Password | Help | Welcome vicky.mulcahy@ky.gov! | Sign Out

Report Menu Option

Title	Image	Expired	Active	Future
Click it or Ticket				May 20, 2012 - Jun 03, 2012
Drive Sober or Get Pulled Over			Oct 01, 2011 - Oct 15, 2011	

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5.2.1 There are five reports in the MTIS application

Note: The reports will only display information for the agency.

- **Activities by Agency** (Filter Options - From Date, To Date, Mobilization, [Agency](#))
 - Track the data entered by the agency selected for the mobilization campaign for the selected period.
 - This report must be agency specific
 - Agencies cannot view each other's results
 - System Administrator and LEL roles can view results for any selected Agency, on this report
 - Export report to a different file type (PDF, Excel)
- **Submitted Activity Status**
(Filter Options - From Date, To Date, Mobilization, Activity Status (Missing, Received, All))
 - Track the agencies that agreed to participate but did not Submit mobilization activity
 - **Received** - This view of the report lists the agencies that have submitted reports (those who agreed to participate and those who did not check the box but did participate)
 - **Missing** - This view of the report lists the agencies that have not submitted the Mobilization data yet.
 - **All** - This view of the report will combine both Missing and Submitted together
 - Export report to a different file type (PDF, Excel)
- **Total Activity Status**
(Filter Options - From Date, To Date, Mobilization, Agency Type (City, County, State, Other))
 - This report must display summary of the information of statewide agencies as entered for a given mobilization
 - Report displays count of mobilization activities for selected report parameters. Media counts derived where media information selections = yes
 - Export report to a different file type (PDF, Excel)
- **List of Participants** - List of Participants for current year (No Filter Options)
 - The list of participants (agencies) report, displays a list of those agencies statewide who have signed up/agreed to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).
 - Sort By Agency
 - Export report to a different file type (PDF, Excel)
 - List of Participant Agencies Sorted By Agency Type
(Filter Options – Agency Type (City, County, State, Other))
- **List of Participants for current year**
 - The list of participants (agencies) report, displays a list of those agencies statewide who have signed up/agreed to participate in all campaigns or mobilizations during the Federal Fiscal Year (Oct 1st-Sept 30th).
 - These results would give a list of all the agencies that checked yes or have agreed to the participation agreement to take part in all mobilizations
 - Sorted By Agency Type
 - Export report to a different file type (PDF, Excel)

5.3 Submitted Activity Status Report;

Track the agencies that agreed to participate but did not submit mobilization activity

If the query did not find any data than a message will be displayed saying, “No Data found for this Selection Criteria”.

Mobilization Tracking Information System

KENTUCKY TRANSPORTATION CABINET

Submitted Activity Status

From Date: 10/1/2011
To Date: 10/31/2011
Mobilization: Drive Sober or Get Pulled Over
Activity Status: ☒ Missing ☐ Received ☐ All
[Run Report](#)

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5.3.1 Submitted Activity Status Results Report (Missing, Received, All)

Submitted Activity by Agency

Drive Sober or Get Pulled Over

Missing & Received Activity From 10/1/2011 - 10/31/2011

Agency	Agency Type	Region	County	Contact	Received Date
"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"	State	State	Statewide	vicky mulcahy	

Agency Contact will only view their campaign data
Missing campaign data has no date in the Receive Date column

5.4 Activities by Agencies Report

Track the data entered by the Agency selected for the Mobilization Campaign for the selected period.

If the query did not find any data than a message will be displayed saying, "No data found for this selection criteria".

Mobilization Tracking Information System

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Total Activity Status | Submitted Activity Status | **Mobilization Activity by Agency Report**

The filter selection allows the user to filter the data that displayed in the reports.

From Date: 10/1/2011
To Date: 11/1/2011
Agency: "KY STATE POLICE, COMMERCIAL V"
Mobilization: Drive Sober or Get Pulled Over
Run Report

The Agency selection will only pull back data associated with the Agency for the specified Mobilization for the date range specified.

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1 of 1 | 100%

Campaign Date Range → **Summary**
10/1/2011-10/15/2011

Agency Selected → "KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"

Traffic Enforcement Activity

Total Hours:	80.00	DUI Arrests:	2
NightTime Hours:	80.00	Seat Belt Citations:	4
Overtime Hours:	0.00	Child Restraint Citations:	6
Checkpoint Hours:	80.00	Felony Arrests:	8
Checkpoints:	4	Stolen Vehicles Recovered:	10
		Fugitives Apprehended:	12
		Suspended Licenses:	14
		No Insurance:	16
		Speeding:	18
		Reckless Driving:	20
		Drug Arrests/Citations:	22
		Other Traffic Violations:	24

Media Information

Newspaper Article:	Y
Newspaper Editorial:	N
Press Release:	N
Radio Interview:	N
TV Interview:	N
Media-PSA:	N

Note: There may be more than one campaign for the date range selected. If the date range for the query search causes the results to pull in more than one campaign, than additional pages are provided.

5.4.1 Total Activity Status Report Filter;

Track summary information for a mobilization based on Agency Type. If no data is found for the query then a message will be displayed saying, “No Data found for this Selection Criteria”.

Mobilization Tracking Information System

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Mobilization Total Activity Report

From Date: 10/01/2011
To Date: 11/01/2011
Mobilization: Drive Sober or Get Pulled Over
Agency Type: ☒ City ☒ County ☒ State ☒ Other
[Run Report](#)

The filter selection allows the user to filter the data that displayed in the reports.

The query results will pull back data for the given date range for those agencies that are set to the selected Agency Type.

More than one Agency Type can be selected for a Mobilization.

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Mobilization → **Statewide Summary** 10/01/2011 - 11/1/2011 ← **Date Range for the report**

Drive Sober or Get Pulled Over
City County State Other

Participating Agency Counts	Traffic Enforcement Hours
Agreed to Participate: 1	Total Hours: 80.00
Activity Received from(All): 1	Total Nighttime Hours: 80.00
Activity Missing from: 0	Overtime Hours: 0.00
Extra Activity from: 0	Checkpoint Hours: 80.00
	Checkpoints: 4

Traffic Enforcement Activity	
DUI Arrests: 2	Suspended Licenses: 14
Seat Belt Citations: 4	No Insurance: 16
Child Restraint Citations: 6	Speeding: 18
Felony Arrests: 8	Reckless Driving: 20
Stolen Vehicles Recovered: 10	Drug Arrests/Citations: 22
Fugitives Apprehended: 12	Other Traffic Violations: 24

Media Information	
Newspaper Articles: 1	
Newspaper Editorials: 0	
Press Releases: 0	
Radio Interviews: 0	
TV Interviews: 0	
Media-PSA: 0	

5.5 List of Participants Query Screen

Provide a list of Participant Agencies for current year (**Note:** There are no filter options for this report)

The “List of Participants” (Agencies)” Report, displays a list of those agencies sorted by Agency who have signed up (agreed) to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).

LIST OF PARTICIPANTS - FY 2012 MOBILIZATIONS

Total = 1

Region	Agency Name
State	"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"

5.6 Participating Agencies sorted by Agency Type Query

Provide a list of Participant Agencies for current year that is sorted by Agency Type (City, County, State, Other).

The “List of Agencies Sort By Agency Type” report, displays a list of those agencies sorted by agency Type who have signed up (agreed) to participate in all mobilization campaigns during the Federal Fiscal Year (Oct 1st-Sept 30th).

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Total Activity Status
Submitted Activity Status
Activities by Agencies
List of Participants
Sort by Agency Type

List of Agencies Sortby Agency Type Report

Agency Type: ☒ City ☒ County ☒ State ☒ Other

Run Report

More than one Agency Type can be selected for a Mobilization.

The filter selection allows the user to filter the data that is displayed in the reports.

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List of Agencies sortby Agency Type Report

FY 2012

Agency Type	Agency	Region
<input checked="" type="checkbox"/> State	"KY STATE POLICE, COMMERCIAL VEHICLE ENFORCEMENT"	State